TITLE-AUTHOR REQUESTS SHOULD GIVE THE FOLLOWING INFORMATION:

1. TITLE. Give complete and correct title. Parts may be omitted if the title is very long - but the first few words should always be given exactly with enough of the remainder to make the meaning clear.

2. AUTHOR'S last name, followed by forenames in full if known. List initials if full names are unobtainable. Societies, organizations, institutions or corporate names are treated as authors when there is no personal name (e.g., The Boeing Company, American Nurses Association).

3. PLACE and PUBLISHER, edition, number of volumes, editor or translator should be given when available. Date is of great importance in identifying most books. If exact date is not known, give approximate date, but inform us that it is an approximate date.

N.B. - YOUR REQUEST CAN BE PROCESSED MORE QUICKLY IF COMPLETE BIBLIOGRAPHIC INFORMATION IS INCLUDED ON THE SLIP. OTHERWISE THERE WILL BE A DELAY WHILE A SEARCH IS MADE FOR THE INFORMATION NECESSARY TO PROCESS THE REQUEST.

If patron states that he "read" it last year, find out if the book or magazine was an issue actually published then, or ten years previous. Remember that an old book to some patrons means last year, while to others it may mean grandfather read it.

5A

Example: TITLE-AUTHOR REQUEST

Please note that author-title has been reversed on the new form. The title now comes first.

Call No.

Title Teachers, Administrators and Collective Bargaining

Author Shils, Edward B.

N.Y. (Place) Crowell (Publisher) 1968 (Date) (Ed. or Vol.)

Rush ..... ☐
Substitute .... ☒
Do not send to PNBC .... ☐
Cannot use after 2-5-69

Your Name (Signature)

10-29-68 (Date)

DO NOT WRITE IN THIS SPACE

Sources Checked

xBIP '68

Locations

Send to
Name of your Library
Address, include zip code

WASHINGTON STATE LIBRARY OLYMPIA 98501

For use of Teacher

3

PERIODICAL REQUESTS:

Use the Title-Author form and fill out in the following manner:

1. Periodical title, volume number, pages and date.

2. Article title.

3. Author(s).

PLEASE NOTE:

It is important that you supply as much of the above data as possible since most libraries, including the University of Washington Library, no longer loan whole volumes or even issues, particularly current ones, but will send photocopies if proper identification of article is made.

Moreover, the State Library itself wishes to have the option of substituting a copy of the article in place of circulating the magazine. If you have the Readers' Guide to Periodical Literature give us the citation from it whenever possible.

Example: PERIODICAL REQUEST

Call No.

Title Monthly Labor Review, vol. 90 p. 15-17, Ag. 1967. Employment effect of state & local government spending.

Author Wakefield, J.C.

(Place) (Publisher) (Date) (Ed. or Vol.)

Rush ..... ☐
Substitute .... ☐
Do not send to PNBC .... ☐
Cannot use after .....

Your name
(Signature)

11-15-68
(Date)

DO NOT WRITE IN THIS SPACE

Send to

Name of your library
Address, include zip code.

Sources Checked

xReaders Guide

Locations

WASHINGTON STATE LIBRARY OLYMPIA 98501

For use of City Manager

3

"STATE LIBRARY REPORT" (3rd sheet of request form): If for any reason the title requested cannot be supplied immediately the State Library will use copy 3 of the request form to report on its disposition.

Example: STATE LIBRARY REPORT (Green copy)

Call No.

Title.....

.....

.....

Author.....

.....

(Place) (Publisher) (Date) (Ed. or Vol.)

Rush ..... ☐
Substitute .... ☐
Do not send to PNBC .... ☐
Cannot use after

.....

.....
(Signature)

.....
(Date)

State Library Report:
On order, will send later ☐
In use, will send later .. ☐
Forwarded to PNBC ... ☐

Other.....

.....

Send to

Sources Checked

Locations

WASHINGTON STATE LIBRARY OLYMPIA 98501

For use of

3

RENEWALS

Renewals of State Library books will be made a reasonable number of times or as long as there are no other requests waiting to be filled. Requests for renewals of books from other libraries must be made by the borrowing library directly to the lending library.

"RENEWAL REQUESTS" The 4th (white) copy which is kept by the local library as a record of the request which has been forwarded to the State Library, is also designed to be used as a renewal request. Simply pencil in the exact call number and any necessary changes in the citation before sending it in. It will be returned to you promptly by the State Library with the required information noted on it. If you feel a record must be kept in your files at all times and you cannot get along

ithout the white slip, you can file the blue copy, which .s returned with the book when it comes on loan from the State Library, with the white copy and when necessary use it as a record while the white one is being used for a renewal request.

Example: RENEWAL REQUEST (white copy)

Call No.

Title Teachers, Administrators and Collective Bargaining

Author Shils, Edward B.

N.Y. (Place) Crowell (Publisher) 1968 (Date) (Ed. or Vol.)

Rush ..... ☐
Substitute .... ☒
Do not send to PNBC .... ☐
Cannot use after .....

Your Name
(Signature)
10-29-68
(Date)

RENEWAL REQUEST: Please enter complete, corrected citation and call number above. Pencilled notations acceptable.

Renewal Requested (Date).....
Renewed to .....

Send to

Name of your Library
Address, include zip code.

Sources Checked

Locations

WASHINGTON STATE LIBRARY OLYMPIA 98501

For use of

3

SUBJECT requests should include the following information:

1. Exact and definite statement of the subject.

2. Definition of words when there is a change for ambiguity; e.g., "Pattern drafting" may refer to "dress patterns" or "sheet metal work"; "Painting" may mean "house painting" or "fine arts."

It is often necessary to determine whether career or subject information is desired: A textbook on "Mechanical Engineering" is totally different from a book describing job opportunities in that field.

3. A brief notation of material which was supplied by local library. Make certain you have used all local library resources for subject material before

sending the request to the State Library. Also please indicate how much material is needed - three books on a given subject may completely duplicate each other while one comprehensive work would serve the purpose.

Please state purpose of the request; club program, term paper, debate, etc., and be sure to note on the request slip if the material is for a high school student.

Example: SUBJECT REQUEST

WASHINGTON STATE LIBRARY REQUEST

Send to:
Name of your Library.
Address, include zip code.

Your Name
(Signature)
3/3/69
(Date)

Subject Information on early surveying instruments.

RUSH Cannot use after March 15, 1969
For use of Adult

DO NOT WRITE BELOW THIS LINE. Use other side.

Sources Checked	Locations

3

* * * * *

A supply of the two basic forms used in interlibrary loans:

1. Title/Author
2. Subject

may be obtained on request from the Washington State Library.

Publications Loaned Through

PACIFIC NORTHWEST BIBLIOGRAPHIC CENTER

NOTE

According to the official policy statement of PNBC, their service can now be extended only to subscribing members. Therefore, the State Library must restrict interlibrary loan referrals to libraries on the current list of PNBC members.

Unless otherwise instructed, requests for books or periodicals not available in the State Library are immediately referred to the Bibliographic Center for interlibrary loan. The Center will arrange for interlibrary loans for all types of printed material, EXCEPT:

1. Very new books or publications of exceptional current popularity - especially fiction.

2. Rare and expensive items which are irreplaceable; e.g.,

   Limited editions of special presses.
   Early imprints (before 1840 in U.S., 1750 in Europe).
   Pacific Northwest items in restricted collections.

3. Newspapers

4. Reference works which are needed for continuous use in the library.

5. Juvenile books. (not recorded at PNBC)

6. Genealogical subject requests. (Title-Author requests are accepted.)

7. Material for use of students, high school or below.

NOTE: The State Library has no connection with the transaction once it is forwarded to the Center and any correspondence from then on should go directly to the PNBC office in Seattle.

As soon as the request is forwarded to you by the Bibliographic Center, all communication from then on will be between your library and the one from which the loan is to be obtained.

For example, the postcard report shown below must be returned directly to the PNBC office.

University of Washington Library, Seattle, Washington 98105
PACIFIC NORTHWEST BIBLIOGRAPHIC CENTER

INTERLIBRARY LOAN REPORT

☐ Not in the N.W. We are searching outside the region and will report when a copy has been located.

xx ☐ Not in the N.W. Do you wish search outside the region? *If you do, please return this card,* with note on it that search is desired. If we do not hear from you, we shall assume that search is not desired.

ITEMS: Archery World.
1965, Jan.

WE CANNOT SEARCH WITHOUT ARTICLE CITATION SO PHOTOCOPY CAN BE MADE.

How to make Cross bow

SEP 11 1968

MOLLIE HOLLREIGH, *Director*

KEY FOR SYMBOLS OF Libraries in the Pacific Northwest which contribute a record of their holdings to the Union Catalog.

	SYMBOL
British Columbia	
Provincial Archives, Victoria	C-VicAr
Provincial Library, Victoria	C-VicPr
Public Library Commission, Victoria	C-VicPr
University of British Columbia Library, Vancouver	C-VU
Vancouver Public Library, Vancouver (withdrew in 1965)	C-V
Idaho	
Boise Public Library, Boise	IdB
Idaho State University Library, Pocatello	IdPS
University of Idaho Law Library, Moscow	IdU-L
Montana	
Historical Society of Montana Library, Helena	MtHi
Montana School of Mines Library, Butte	MtU-M
Montana State University Library, Bozeman	MuBozC
University of Montana Library, Missoula	MtU
Oregon	
Eastern Oregon College Library, LaGrande (withdrawn in 1958)	OrLgE
Library Association of Portland	OrP
Mt. Angel Abbey Library, St. Benedict	OrStbM
Oregon College of Education Library, Monmouth (withdrew in 1958)	OrMonO
Oregon Historical Society Library, Portland	OrHi
Oregon State Library, Salem	Or
Oregon State University Library, Corvallis	OrCS

	SYMBOL
Oregon, cont'd.	
Oregon State University Institute of Biology, Coos Bay	OrCs-MB
Portland State College, Portland (withdrew in 1958)	OrPS
Reed College Library, Portland	OrPR
Southern Oregon College Library Ashland (withdrew in 1958)	OrAshS
University of Oregon Library, Eugene	OrU
University of Oregon Dental School Library, Portland	OrU-D
University of Oregon Law Library, Eugene	OrU-L
University of Oregon Medical School Library, Portland	OrU-M
University of Oregon Oriental Museum Library, Eugene	OrU-Or
Willamette University, Library, Salem	OrSaW
Washington	
Ben Tidball Memorial Library, Olympia (withdrew in 1958)	WaOB
Everett Public Library, Everett	WaE
Gonzaga University Library, Spokane	WaSpG
Seattle Public Library, Seattle	WaS
Spokane Public Library, Spokane	WaSp
Tacoma Public Library, Tacoma	WaT
University of Puget Sound Library, Tacoma	WaTC
*University of Washington Library, Seattle	WaU
University of Washington Law Library	WaU-L
Washington State Library	Wa
Whitman College Library, Walla Walla	WaWW
Washington, D.C.	
Library of Congress	DLC

*Not in Union Cat., but catalog physically available.

DIRECT LOANS

Please remember that direct loans according to the American Library Association Interlibrary Loan Code may sometimes be utilized as the most efficient means of securing needed materials.

If you know that an item you wish to borrow is located in a particular library, the most efficient means of securing it may be through direct loan, by-passing both the State Library and Pacific Northwest Bibliographic Center. This may be particularly applicable in borrowing obscure or specialized items such as genealogical materials.

Ask the State Library first for periodicals and other materials likely to be generally held.

FOLLOWING UP REQUESTS

Sometimes requests sent to the State Library become lost or inadvertently delayed.

If you have not heard from the State Library within a reasonable length of time after submitting a request, send a follow-up or second request. Be sure to mark it plainly as a follow-up.

If you have received notice that the request was forwarded to PNBC, send your inquiry there or to the first library location given you by PNBC (as shown in Symbols or the yellow or "D" copy of the American Library Association Interlibrary Loan form).

* * * *